



The Guilderland Town Band

**“A Tradition of Excellence –
A Future of Promise”**

Band Handbook - Summer 2011

Board of Directors

The Guilderland Town Band Board of Directors was established to provide a support system for the Director and to serve as a liaison between band members and the Director. The Board has taken on several responsibilities that used to belong to the Director including Membership, Publicity, Hospitality, Set-up, Programs, and more. In addition, the Board provides a sounding board for band members so non-musical concerns and questions do not distract the Director. The Director's job is purely musical and he/she should only need to answer questions dealing with the music itself.

Please feel free to contact the Board Members at any time with questions, concerns, ideas for improvement, etc.

The Board Members for Summer 2011 are:

➤ Meghan Barrow - President/Membership	gbarrow@nycap.rr.com	899-7112
➤ Lee Adlowitz - At Large	adlowitz@gmail.com	765-4457
➤ Hillary Fink - Publicity	hbean5891@aol.com	458-2756
➤ Rich Koch - Facility	kochs5@juno.com	861-8149
➤ Don Snyder - At Large	snydad@hotmail.com	861-6787
➤ Jane Oppenlander - Finance/Long-term Planning	oppenlaj@union.edu	384-1924
➤ Bob & Elaine Suss - At Large	rhs02@aol.com	439-0482
➤ Sue Wheeler - Treasurer	suewheeler@gmail.com	377-7221
➤ Dana Yanulavich - Website	danawhy@gmail.com	478-9528

Elections for Board Members for Summer 2012 will take place at the end of this season. Information about nominations and elections will be provided during the season.

Director

The Band will be directed by Ms. Kathleen Richards Ehlinger. Kathleen is a graduate of the Crane School of Music (SUC Potsdam) and George Mason University with degrees in Music Education. She is currently a Band Director at Guilderland High School. Kathleen may be contacted at leen1963@nycap.rr.com with music questions, or if you are recommending a new band member. All other questions should be directed to the Board.

Concert Dates

All concerts are held on Thursday evenings at 7:30pm at Tawasentha Park in Guilderland.

This summer's concert dates are:

Thursday, June 23rd

Thursday, July 14th

Thursday, August 4th

There are no rain dates for the concerts. In the event of rain, concerts may be moved to the auditorium at Guilderland High School. Notification of this type of change will be made late on the day of the concert by phone and email.

Please plan to arrive by 7pm or slightly after on concert nights to allow for parking, warm-up, last minute announcements, etc.

There is very limited parking at Tawasentha Park near the amphitheater. Only handicapped parking is allowed in the small lot next to the amphitheater on concert nights.

Directions to Tawasentha Park: Take Rt. 20 (Western Avenue) to Rt. 146 West (at the Stewart's Shop). Follow Rt. 146 West about 1 mile to the Park. Follow the Park road to the large, circular parking area in front of the pool. Use the path to the left of the pool house to get to the amphitheater. Be aware that the path is often very dark after rehearsals and concerts (if the lights are not on). You may want to bring a flashlight to assist you in getting back to your car.

Concert Dress

Band members are expected to dress in "*professional, summer attire*" for concerts. What does that mean?

- For men it would include slacks or dress shorts, and shirt with collar (button down shirt or "polo" style shirt).
- For ladies it includes skirt and blouse, summer dress, or dressy pants suit.
- Band members are asked to refrain from wearing jeans or casual shorts, T-shirts, sneakers, flip-flops, or beach wear to concerts.
- We do not require members to wear specific colors (i.e. black and white)

Section Leaders

Each section of the band will have a Section Leader (who may or may not be a member of that section if the section has only a few members). Section Leaders were chosen by the Director for their previous example of the following attributes:

- Positive and respectful report with the Director and members of the band
- Good role model for the section – limited conversation during rehearsal
- Regular on time attendance at rehearsals and concerts
- Preparation of equipment and materials
- Preparation of parts both musically and technically

Section Leaders are responsible for:

- Ensuring that parts are covered and for reassigning parts to cover absences, etc.
- Checking that all folders are accounted for at each rehearsal.
- Distributing announcements and material to members who are absent at a rehearsal
- Calling the section when concerts are cancelled or postponed due to weather
- Speaking on behalf of the section in a positive way with the Director and other band members.
- Participating in decision making and critical discussions over issues that concern the welfare and success of the band.

Each Section Leader will have a contact list of the members of the section to use for notification purposes. Each band member should keep the contact info for their Section Leader available for use when unexpected absences occur or to notify the Section Leader of an issue pertaining to the section.

Section Leaders for Summer 2010 are:

- **Flute** – Jackie Tenney (783-6642)
- **Clarinet** – Lee Adlowitz (765-4457)
- **Oboe** – Geoffrey Stein (768-2936)
- **E flat Clarinet, Bass Clarinet, Bassoon** – Barb Haverly (872-2682)
- **Saxophone** – Kate Dorgan (479-5701)
- **Trumpet** – George Coulter (371-8902)
- **Horn** – Meghan Barrow (899-7112)
- **Trombone** – Kevin Anderson (c. 810-5613)
- **Baritone, Tuba** – Dan Cordell (393-7163)
- **Percussion, String Bass** – Charlie Keese (295-7408)

Rehearsal Procedures

When the Band is in rehearsals at Guilderland High School, band members should put cases, coats, etc. in the **chorus room** (just past the band room). *Warm-up should also be done in the chorus room.* The doors to the band room will remain closed until 7pm to allow the Director, Board Members, and volunteers to set up for rehearsal. At Tawasentha Park, band members are encouraged to arrive after 7pm and to leave cases, coats, etc. in the off stage areas.

All band members should take care to follow all attendance procedures (see below) when they arrive at rehearsal. During rehearsals, all members should refrain from excess talking and try to maintain a positive, helpful attitude. A rehearsal order will be shared and music should be put in order at the start of rehearsal.

A break will be given at the mid-point of rehearsal to allow for bathroom, drinks, rest, etc. Please try to be back in your seat ready to play within 10 minutes.

At the end of rehearsal, please help with any necessary procedures (i.e. putting chairs, stands away). If you plan to take your folder home, put the folder number in the attendance box next to your name for that day.

Attendance

Band members are expected to attend rehearsals on a regular, consistent basis. Anticipated absences may be noted in advance on the attendance sheets that will be posted at each rehearsal. Unexpected absences should be called into the Section Leader or one of the Board Members (who can in turn notify the Section Leader at rehearsal).

Band members need to check off their own attendance on the attendance lists that will be posted at each rehearsal. At Guilderland High School, the lists will be posted in the hallway outside of the band room door. At Tawasentha Park, the lists will be posted on the back wall of the stage area. If a folder will be borrowed for home practice, please write the folder number in the attendance box for that week as well.

If a member will miss a rehearsal, every effort must be made to get a borrowed folder to the rehearsal. This may involve delivering the folder to another band member's home or contacting another member to pick up the folder. There are not enough extra folders to accommodate all band members when a folder is missing.

Set up and tear down

Rich Koch will be heading up a team of volunteers who will set-up chairs and stands for each rehearsal and concert. At Tawasentha Park, it would be helpful for ALL band members to return their chair and stand to the racks for those items. One of the set-up volunteers will supervise the loading of equipment on the racks to ensure that the rack is loaded properly. If you would like to join the set-up team, please contact Rich Koch at 861-8149.

Band Website and E-mail

You can contact the Band Board of Directors through the band e-mail address at:

GuilderlandTownBand@gmail.com

This email is monitored by Board members and can be used to ask questions, address concerns, or make suggestions related to the band.

The GTB website is also available. We continue to add new things to the website and look for your suggestions for additions, changes, new ideas, etc.

The website address is:

www.GuilderlandTownBand.org

The GTB also has a Facebook page. Information about the band can be found on that page. Please direct your friends to check us out at:

[Facebook.com/Guilderland.Town.Band](https://www.facebook.com/Guilderland.Town.Band)